

Board of Selectmen
Minutes November 15, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jane Byrne
Jeffrey Bryan
David Menter
Michael Hubbard

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for the fire department was 1 hour this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Menter made a motion, 2nd by Bryan to approve the public minutes of 11/08/11. Artimovich, Bryan, Menter, and Hubbard were in favor. Byrne abstained as she was not present.

Bryan made a motion, 2nd by Menter to approve the nonpublic minutes of 11/08/11. Bryan, Menter, Hubbard, and Artimovich were in favor. Byrne abstained as she was not present.

RJ Moreau submitted a request for reconsideration of deferring the payment of impact fees until a certificate of occupancy is requested. Hubbard said he was opposed to it as the policy states impact fees should be paid with the building permit. Bryan said he was not averse to changing the policy. Byrne commented that they should not set a precedent by delaying payment of impact fees but could look into changing the policy next year. Request for reconsideration is denied.

The recreation department submitted a memo requesting approval to install a water treatment system at the BRC to improve the water quality. Artimovich made a motion, 2nd by Hubbard to move forward and hire McDonald Well & Pump for the installation of the water sanitizer. Artimovich, Bryan, Hubbard, and Menter were in favor. Byrne abstained due to a conflict of interest as there is a family relationship.

The emergency personnel medical screening policy was revised. Byrne asked how the changes were determined. Clement said that she, Christine Belanger, and Chief Lemoine met with Barbara Meserve from Center for Occupational and Employee Health to determine what medical exams were necessary for each department annually. Bryan made a motion, 2nd by Hubbard to accept the new policy. All were in favor.

Building Inspector Gil Tuck was in to have the following permits signed:

- Jeff Jackson, 161 Middle Road, decorative cover over garage: signed by Board

A complaint was received regarding the Lebranche house on North Road. Artimovich asked Gil to take a look and report back.

Senator Barnes was present to discuss erecting signs on Rte. 125 stating that Brentwood is the county seat. In 1997 Ike Cross, told the Senator that the Board would like Brentwood to be the county seat. Senator said he would put through legislation and if it passed, he would like signs placed on Rte. 125

Board of Selectmen
Minutes November 15, 2011

stating such. Senator spoke with the Assistant Commissioner of Transportation and said that it would be allowed to place the signs on Rte. 125 and it would not be costly. Byrne made a motion, 2nd by Hubbard to accept Senator Barnes offer and move forward with having the signs made. All were in favor. Hubbard and Artimovich will meet with the Senator in Concord to begin designing the signs. Barnes suggested that when the signs are erected, the Board should notify residents and media for a brief ceremony.

Chief Lemoine was present to continue the discussion of the fire departments budget. The salary lines were adjusted for the 2% COLA and FICA to match. The building maintenance was moved to the general government budget. Menter asked what the incentive stipend was. Lemoine said it was a percentage to Joe for being deputy Chief. Overtime is budgeted for 5 hours per week. There are 2 training line items, 1 for in house training and the other for training that requires an instructor. Code work is budgeted for Gary Raymond at 2 hours per week. The Board would like to itemize the 110 salary line and separate out the overtime, earned time, training, and the chief's stipend.

For 2011 \$150426 was budgeted for wage and salary, \$114497 has been spent year to date. That puts the salary lines on track to come in just under budget. For 2012, Lemoine is requesting \$179864 (\$98616 for salary and \$81218 for full time wage) which increases the bottom line about \$30000 over 2011. Menter said \$40000 should be moved from the full time wage line since there is only 1 full timer and moved to the salary line for shift coverage. Artimovich disagreed as they are on track to stay on budget without the additional monies. Hubbard said the shift coverage is coming out of the salary line now. Nothing will change next year.

Artimovich asked what was causing the increase. Lemoine said he budgeted for an increase of \$15000 for his stipend. Byrne agreed that the Chief deserved a raise but not one of \$15000, which is more than double his current stipend. Hubbard said it is difficult to justify the increase when Lemoine says his call force is only required to know 50% of the job. Lemoine responded by saying that he had created job descriptions to include the position requirements in April and to date the Board has not done anything with that material. Hubbard said the training requirements are Lemoine's requirements. Menter asked how it is handled if call force members ask to be trained. Lemoine said Joe helps to train them.

Balance in the ambulance fund is \$219000, approximately \$175000 of that would be applied to the purchase of a new ambulance. Menter asked if they were going to buy an ambulance in 2013. Lemoine said yes because they want to make sure that all expenses can be covered. They need to purchase 2 physio control lifepaks which cost \$32000 each. Lemoine suggests purchasing one in 2012 and the other in 2013.

Lemoine said he will be submitting a warrant article for new radios. Clement will meet with Lemoine to revise the budget and it will be further discussed on December 6th.

Lemoine mentioned that the locks on the 3 cabinets with confidential information were not keyed correctly. Bryan said if Lemoine could remove the tumbler, he will take them up to Ricci to get them re-keyed.

Lemoine also submitted a letter to the Board on 10/25/11 and would like the minutes amended to include the letter. Clement will amend the minutes to state that the Chief's letter is available in the Selectmen's office.

Board of Selectmen
Minutes November 15, 2011

Clement presented revisions to the highway budget. The salary line was increased to include a 3% merit increase for Duane in addition to the 2% COLA. The bottom line was \$3000 over last year. Bryan asked if the seasonal wages line could be cut as \$19,000 was requested but only \$8000 has been spent year to date. Artimovich made a motion to table the discussion until Robinson could be present. Motion was 2nd by Bryan; all were in favor.

Motion to adjourn at 7:35 pm made by Bryan, 2nd by Menter; all were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

Date: November 15, 2011

Citizens General Fund:

Previous Balance:	11,254.08		
Deposits:	56,701.89		
Payroll:	11,447.09	DD: 6064.82	CK: 5382.27
FICA:	2,855.41		
A/P: Regular	184,965.69	A/p Detail	Swasey:
Non-A/P			\$165,000
to Conservation			
fund	4,954.00		
From MMA	145,000.00		
TO MMA			
Account Balance:	8,733.78		
Interest Earned YTD:	104.29		

	Unrestricted	
CD's:	Balance:	-
	Unrestricted	
MMA:	Balance:	728,431.28
	Total Invested	
	Funds:	728,431.28
	Interest Earned YTD:	1,666.64